

VSH Governing Body Meeting Minutes

December 19, 2007

1:30 to 3:30 pm

Medical Director's Office

Type of meeting:	Oversight
Facilitator:	Michael Hartman, Commissioner of Mental Health
Note taker:	Cheryl Goodwin-Abare
Governing Body Members:	Dr. William McMains; Beth Tanzman, Deputy Commissioner of Mental Health; Patrick Flood (Designee for Secretary Cindy LaWare); Ann Moore (President of NAMI-VT), Terry Rowe, Dr. Tom Simpatico, William Alexander
Attendees:	Jessica Oski, Scott Perry

AGENDA TOPICS: Review and approval of minutes; Executive Director's Report; Aftercare Referral Data Collection Presentation; Quality Management Report; Medical Director's Report; Other Business; Public Comment

Discussed: The committee reviewed the minutes from the November meeting. William McMains motioned to accept the minutes. Ann Moore seconded the motion. All in favor. Motion passed unanimously.

Conclusion: The November meeting minutes were approved by the Governing Body.

Action: WM motioned to accept the minutes; AM seconded the motion; Motion passed unanimously.

Person Responsible: WM and AM

Due Date:n/a

Discussed: Executive Director's Report

Root Cause Analysis – A root cause analysis was done on the elopement that occurred in November. One of the problems were that the windows were able to be open all the way. The windows will only be able to open 5 ½“. The other problem was that the patient had a brief emergency involuntary procedure during the day of the elopement and an on-call physician noted that he could resume his privileges and the patient was on a one-to-one supervision (a level of autonomy) which is different from our one-to-one constant observation. The on-call doctor resumed the patient's level of autonomy which was very problematic because the on-call physician did not know the patient as well as his Attending Physician so we made a slight change in our policy so that in the event of an emergency involuntary procedure the patient will be restricted to the unit until the attending physician and the treatment team meet to decide about what privilege the patient should have. Terry also stated that in general the staff did a good job; there could have been better documentation.

Treatment Mall – The treatment mall consists of off-unit activities and programs. Terry is waiting for cost estimates of the area where the treatment teams (Psychiatrists, Psychologists, Social Workers and Team Secretary) are now. The patients would be able to go to the mall area without leaving the security of the Hospital. The treatment teams staff would then be transferred to the Library and Dale 2 area.

VSH will apply for JACHO Accreditation and CMS certification. The joint Commission survey will be unannounced. The Department of Justice will return in March. Tommie Murray and Sarah Merrill from our Quality Assurance Department went to a Joint Commission conference in Chicago last month to prepare the hospital for accreditation. The conference went very well and Tommie and Sarah are developing plans to have the hospital ready for accreditation in 2008.

On December 20, 2007, there will be a hospital wide meeting for all shifts (7:00 a.m.; 1:30 p.m.; and 3:00 p.m.) The agenda item is: Department's mission, vision, and values – getting VSH staff input.

Act 114 review by Flint Springs is underway. The review examines the Hospital's compliance with the law for administration of non-involuntary medications as well as to ask staff their opinions about how well it is working and recommendations for changes.

Wendy Beinner has drafted proposed regulations for Governing Body. These were given to the Adult Program Standing Committee for their review this month. She will receive their input in January 2008.

(End of Executive Director's Report)

Quality Assurance Report with Scott Perry

Scott Perry reviewed patient injuries data (see handout for more detailed information regarding the statistics below).

Patient injury - During November, 25 Patient Event/Injury reports were submitted, 13 of these were reports of injury.

12 reports of injury were considered minor.

Employee injury - During November, 15 Employee Event reports were submitted and eleven were reports of injury and all injuries were considered minor. Three injury reports were submitted following one episode of restraint. All three injuries were of the strain/sprain type.

Variance Reports - During November, 45 Variance Reports were filed. Eleven variances were reports that work orders to BGS were submitted, or that work orders should have been submitted. Eleven writers reported variations in employee behaviors, as in doors left unlocked, personal items believed to have been taken from a locker, the yard key taken home by accident. Six variances were reports that pertained to patient behaviors, for example, patient returned late from authorized time off the unit, patient removed a metal clamp from the wall, patient had a pen in his possession. The remainder of the variance reports covered a range of topics and followed no particular pattern. No concerning patterns or trends were noted in the variance reports during November.

Patient Grievances – During November, Seven Patient Grievances were submitted and reviewed, and responses were provided to the patients involved.

The members reviewed the number of VP&A grievances in 2007; there were 7 patient grievances filed by VP&A in 2007, 5 of which were related to incidents that occurred in 2006. Additionally, there had been 101 patient grievances related to emergency procedures resolved through the hospital's grievance system without VP&A involvement.

Scott Perry also provided statistical information about restraints and seclusions on each unit and episodes of emergency involuntary medication. Handouts were given and the information was reviewed and discussed.

(End of Quality Management Report)

Medical Director's Report and Doctor Credentialing – (with Dr. Tom Simpatico)

The VSH on-call doctor rate was increased from \$40.00 per hour to \$60.00 per hour.

The credentialing packets for Charlotte Ladd, Brian Shiner, and Steven Powell were reviewed by the committee. Charlotte Ladd is a Psychiatry Faculty Member at UVM. She is originally from Wisconsin. Brian Shiner is a Psychiatry Resident at Dartmouth. Steven Powell is also a Psychiatry Resident at Dartmouth. Tom gave an overview of all three candidates and personal opinions about all three. Beth Tanzman made a motion to accept the credentialing packets of all three candidates. William McMains seconded the motion; all in favor. The motion passed unanimously.

There were other credentialing packets that were not complete so there will be special phone conferences set up with the Governing Body Members to have these approved. Denise McCarty will give a one-week notice when these are to occur.

Dr. Simpatico then handed out the following drafts: VSH Medical Clearance Protocol; Physician Admission Assessment; and MD order form for

second-generation antipsychotic medications. The Governing Body discussed these handouts.

Conclusion: Credentialing Packets were approved by the Governing Body

Action: BT motioned to approve the credentialing packets and WM seconded the motion. All in favor. Motion passed.

Person Responsible: BT and WM

Due Date: n/a

(End of Medical Director's Report)

Discussed: VSH Research Policy

Jessica Oski went over the VSH Research Policy and then had two handouts Research Involving Individuals with Questionable Capacity to Consent: Points to Consider and Institutional Review Board Guidebook on the topic Cognitively Impaired Persons. The Governing Body went over these two articles.

Discussed: Public Comments and Adjournment

There were no members of the public attending the meeting but there were written public comments from Anne Donahue.

There was a written report about the Canteen needing to raise their prices because this has not been done. Terry answered all of Anne's questions and corrected some inaccuracies. The Canteen has raised a number of menu items. Terry also noted that the revenues brought in have supported the Canteen and that we have not intended to make a profit. Terry also noted that we do not give money from the Canteen to patient activities/recreation. Staff and patients do enjoy lower prices as is the case with many hospital based cafeterias.

Beth Tanzman motioned to adjourn the meeting. Patrick Flood seconded the motion. All in favor. Meeting adjourned at 3:40 pm.

Conclusions: BT motioned to adjourn the meeting. PF seconded the motion. Motioned passed.

Action: Meeting adjourned at 3:40 p.m.

Person responsible: BT and PF

Due Date: n/a

Meeting adjourned at 3:40 pm. The next Governing Body Meeting will be on Wednesday, January 16, 2007 at 1:30 pm.

Respectfully Submitted,

Cheryl Goodwin-Abare
Minute Taker